

**PHILIP MORRIS MANAGEMENT CORP.**

INTER-OFFICE CORRESPONDENCE

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TO: Bill Lynch  
John Mulderig

DATE: March 28, 1995

FROM: Mary Dudine

SUBJECT: Records Retention Meeting of March 24, 1995

I have put together the following notes regarding our discussions with Pat Elliot of Hunton & Williams in Richmond, via video tele-conference.

The topic of discussion was the updating of the records retention program of PMC and PMMC which was implemented two years ago. The following activities have taken place since the start of the project:

- May & June 1992- H&W had meetings at PMC corporate offices to discuss records retention schedules.
- After 1992 meetings, draft retention schedules and records retention manuals, including all schedules, were sent to various PMC and PMMC department heads and outside counsel for review and revision. The revised schedules were to be sent to Hunton & Williams for consolidation.
- Pat Elliot reported that some department heads sent materials back for revision, but others require some additional follow-up. Although records coordinators were not formally designated, individuals have been acting as records coordinators since the process began in 1992.

The group then focused on a plan to move the program forward, and came up with the following tentative schedule:

- April 3 Bill Lynch and Pat Elliot will compare departmental organization charts used in initial draft distribution against current organizational charts to identify any new departments.
- April 7 Memo to be distributed to coordinators within PMC and PMMC departments informing them of an upcoming meeting on [date tba] on records retention policy and distributing consolidated and new department retention schedules, if any.
- April 10 Hunton & Williams will consolidate all retention

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schedule drafts and prepare them for distribution by PMC and PMMC. Memo to be distributed by Roger Whidden to PMC and PMMC department heads regarding formal designation of records coordinators. Questionnaires will be distributed to coordinators from new departments attaching copy of category list.

- May 1 Meeting with coordinators for distribution of consolidated and new retention schedules and retention manuals (including appendices). Coordinators will be instructed to review manual and retention schedules with other department members and revise as necessary.
- Date T.B.A. Follow-up meeting to discuss revisions to schedules.
- Date T.B.A. Distribution of finalized record manuals ( including Appendices) and retention schedules to records coordinators.
- Date T.B.A. Training sessions for records coordinators.

When these training sessions are completed, a schedule of records "clean-up days" may be scheduled to complete the process.

#### Miscellaneous Points to be Considered

- Appendix A (SHB advice).
- EEMA update of retention schedules.
- Survey of company-wide contact persons and coordinators and possible company-wide meeting.
- Consolidation of retention schedules.

We will meet again on Friday, March 31 at 2:00 pm to discuss the progress of things.

cc: R. Whidden

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